



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County employees. These programs will help to increase the knowledge, skills and competencies of all Montgomery County employees.

July 2017 Training Opportunities – Space Available

Join OHR for these professional development training courses. The FY18 OHR Training Catalog will be available in August 2017.

Course Title	Audience	Date	Time	Location
Limited English Proficiency (LEP)	Mandatory for employees who provide front-line service	July 11	1 p.m. - 4 p.m.	Training Center
Preventing Workplace Harassment	All Employees	July 11	9 a.m. - 12 p.m.	Training Center
ERS Applying for Retirement - ERS Groups A, E, F, G, H	All Employees	July 12	9:30 a.m. - 11 a.m.	Rockville Library
Health Insurance Applying to Retire Class on 2017-07-12 Retire on 9/1/2017	All Employees	July 12	11 a.m. - 12:30 p.m.	Rockville Library
Don't Let It Happen to You: Workplace Violence	Mandatory for Managers and Supervisors	July 17	1 p.m. - 4 p.m.	Training Center
NEW! Collective Bargaining Agreement Update (MCGEO)	Managers and Non-Union Supervisors	July 19	9:30 a.m. - 11 a.m.	EOB
Performance Management: Basics	Mandatory for Managers and Supervisors	July 19	1 p.m. - 4 p.m.	Training Center
NEW! Collective Bargaining Agreement Update (MCGEO)	Managers and Non-Union Supervisors	July 20	1:30 p.m. - 3 p.m.	EOB
EEO and Diversity Management	Mandatory for Managers and Supervisors	July 20	9 a.m. - 12 p.m.	EOB
ERS Retirement Planning - ERS Groups A, E, F, G, H	All Employees	July 26	9:30 a.m. - 11 a.m.	Rockville Library
Health Insurance Planning for Retirement	All Employees	July 26	11 a.m. - 12:30 p.m.	Rockville Library
NEW! OMS and Labor Review: The Keys to Maintaining a Productive Workforce	Managers and Supervisors	July 26	2 p.m. - 4 p.m.	Training Center

Ensuring Accountability in Timekeeping Managers and Supervisors	Mandatory for Managers and Supervisors	July 27	1 p.m. - 3 p.m.	Edison Park
Limited English Proficiency (LEP)	Mandatory for employees who provide front-line service	July 31	1 p.m. - 4 p.m.	Training Center

FY18 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.

Locations

- Edison Park, 1st Floor Conference Room, 100 Edison Park Dr., Gaithersburg, MD 20878
- Executive Office Building, Lobby Level Auditorium, 101 Monroe Street, Rockville, MD 20850
- Rockville Memorial Library, 1st Floor Conference Room, 21 Maryland Avenue, Rockville, MD 20850
- Training and Organizational Development Center, Room 102, 255 Rockville Pike, Rockville, MD 20850

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCG ePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions: [Enroll in a Class](#)